

INSTRUCTIONS FOR BACKFLOW EDUCATION FACILITIES ADD A SESSION TO AN EXISTING COURSE

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs page and follow the “How to create an account” instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

STEP 1: SELECT YOUR EDUCATION FACILITY

Sign in to your existing account. If you have not created an account yet, visit <https://idph.iowa.gov/regulatory-programs/backflow> and follow the instructions to create an account.

Click on the name of your company on left side under Registered User’s Memberships, then click Continue under your profile.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Profile

Home
Sign Off
Help

Registered User’s Memberships
Backflow

Basic Profile Details PIN: 349246

Name:
Date of Birth:
Email Address*:
Preferred Address:

Physical Address Details

Address is: ATTN:
Street Number* City*
Street Prefix County
Street Name* State*
Street Type* Country
Street Direction Zip Code*
Unit Type Phone 1* Work
Unit Number Phone 2

Select a Membership for your Actions

STEP 2: VIEW EDUCATION FACILITY DETAILS

Click **Details** on the row for your Education Facility record.

The screenshot shows the IDPH REGULATORY PROGRAMS website. The navigation bar includes 'Radiological Health', 'Emergency Medical Services', and 'Environmental Health'. A sidebar on the left contains links like 'Home', 'Public Search', 'My Profile', 'New Company Registration', 'Apply for a Program', 'Sign Off', and 'Help'. The main content area displays a table titled 'Programs for Total Backflow Resources' with columns for License #, Applicant, Program, Status, Issue Date, Expiry Date, City, Details, Online Services, and Renew. The 'Education Facility' record is highlighted, and the 'Details' link is circled in red with an orange arrow pointing to it. Below the table is a 'Make Payment' button and a note: 'If you are an Individual and wants to apply for a New Individual License, click on Apply for a Program on the above.'

STEP 3: SELECT EXISTING COURSE

A page detailing your education facility account will come up.

Click on **Course Request** for the course you wish to add session to. You will have only one course for each type you offer (i.e. Initial Training or Continuing Education)

*Note – To identify which course is initial vs. continuing education, click on **Course Request** and then click on the course heading name to expand to see course name under title.*

The screenshot shows the education facility account page. It is divided into several sections: 'People Details' (Role: Facility, Name: Total Backflow Resources), 'Application Form' (Expand All), 'License Processes' (Collapse All), 'Fees', and 'Attachments'. The 'License Processes' section contains a table with columns for Description, Status, Requested Date, Expiry Date, and Action. Under the 'Course' heading, there are two 'Course Request' entries, both with a status of 'Approved'. A green arrow points to the first 'Course Request' entry. The 'Fees' section includes a 'Fee List' table and a 'Payment' table. The 'Fee List' table shows fees for Backflow Tester Per Class Fee (\$50.00), BFTI APPLICATION-COURSE (Con Ed) Fee (\$0.00), BFTI APPLICATION-COURSE (Initial) Fee (\$200.00), and BFTI APPLICATION-FACILITY (Initial) Fee (\$0.00), with a total of \$250.00. The 'Payment' table shows a payment of \$50.00 on 01/05/2017. The 'Attachments' section has buttons for 'Add New Attachment', 'Upload Attachments', 'Online Services', 'Add Certification', and 'Back'. The 'Total Due' is \$0.00, with a 'Receipt' button.

STEP 4: ADD SESSION DATES TO AN EXISTING COURSE

The course page will open. Click on the **Course Details** tab.

Note: You can only view the course information and education components. To edit these areas, please contact the department.

1) Click **Add** 2) Enter the course information for the row. 3) Click **Save** when finished

Repeat the above process for each session you would like to add. Each row added will charge the \$50 course fee.

Return to main details page by clicking on **Back** at the bottom of the page.

STEP 5: MAKE A PAYMENT

When are back to your Programs page, click on **Make Payment**

To pay online, click on **Pay Now**

A confirmation page will display – click **Pay Now** again.

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment

Home
Sign Off
Help

Thank you for completing your Application or Request. You may now select the **Pay Now** button to continue for Payment. If you have additional Licenses to Apply for, Renew, or Reactivate you can select the **Pay Later** button.

Note: An application is not considered submitted until payment is made. You may check the status of your License(s) by signing into the website at a Later Date and reviewing on the **My Programs** page. Application fees are non-refundable.

Reference (Row ID) #	Product Fee Description	Fee Amount	Paid in Full
114354	Backflow	\$50.00	No
114354	Backflow	\$50.00	Yes
Total		Fee Amount: \$100.00	
		Paid Amount: \$50.00	
		Fee Due: \$50.00	

[Pay Later](#) [Pay Now](#)

When you click **Pay Now** you will be directed to the bank website to make a payment.

Continue to follow directions until you get to the Receipt screen where you can print a copy for your records.

You can click on **Home** to be taken to the Home screen. If you are finished, click **Sign Off**.

To make more changes to your profile or applications, click **My Profile** or **My Programs**.



Electronic Payment Solutions

Make a Payment

My Payment

IDPH Licensing and Regulatory Programs
Amount Due \$50.00

Payment Information

Frequency One Time
Payment Amount \$50.00
Payment Date Pay now

IDPH REGULATORY PROGRAMS
 Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Payment Receipt

Thank you for using the Online Services.
 Please PRINT this receipt here.

Receipt

Receipt Information

Receipt No.:	3637	Payment Date:	08/03/2017	Invoice No.:	9991
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Payer Information

Company:	
Payment Made By:	
Phone No.:	
Payment Method:	Credit Card
Payment Amount:	72.00
Comments:	

Receipt Details

Fee Description	Internal Ref. No.	Payment Date	Amount
Backflow Tester Initial Fee	541875	Aug 03, 2017 10:56:08	\$72.00
			Total: \$72.00

[Home](#) [My Profile](#) [My Programs](#)